

INTERLIBRARY LOAN

The Norwalk Easter Public Library supplements its collection with an interlibrary loan service that enables the library to borrow materials from another library. Through this service, the library enhances and extends the materials available to its customers and the community

Guidelines

- Interlibrary loan requests are accepted from Norwalk Easter Public Library cardholders. Outstanding fees must be paid and overdue materials returned before requests are processed.
- Requests are not accepted for materials owned by the library unless the library's copy is lost.
- Requests for materials in various formats are accepted. However, most libraries do not loan:
 - Old, rare, valuable, or newly published materials
 - Reference or genealogical sources
 - Multi-volume sets
 - TV series
 - Issues of periodicals
- Requests may be made in person, by telephone, or by email. An Interlibrary Loan Request form must be filled out for each material requested. The form is available at the circulation desk or on the library's Web site under Services.
- A maximum of three active requests are allowed. Active requests are materials being searched for and those on loan.
- There is no charge for interlibrary loan service. However, customers are responsible for fees or fines charged by the lending library and for the replacement cost of lost or damaged materials.
- Locating and receiving requested materials usually takes one to two weeks. Notification is made by telephone, mail, or email when the material arrives or if it is not available.
- Loan periods and renewals are at the discretion of the lending library.
- A \$2.00 fee, in addition to any fees assessed by the lending library, is charged for each material requested but not picked up.
- Interlibrary loan materials must be returned to the Norwalk Easter Public Library, not to the lending library.

Adopted by the Norwalk Easter Public Library Board of Trustees February 10, 2003

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